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## **Maries County Soil & Water Conservation District**

**105 Parkway, Vienna, MO 65582**

**Phone (573) 422-3342 Fax (573) 422-3590**

**TITLE District Technician I**

**Position Allocation \$22,485-\$27,768**

**Allocation Hours 2080**

**Hourly Rate \$10.81-\$13.35**

### **DEFINITION**

This position is responsible for assisting Maries County landowners and cooperators in implementing agriculture practices. The individual must be motivated and organized with excellent customer service, communication skills and computer skills. Work involves engaging landowners and cooperators and providing technical in the area of soil and water conservation. This position requires the employee to have the ability to be trained and certified to design and technically sign cost-share claims for certain conservation practices based on NRCS design standards and specifications once proper certification is completed. Work is performed under supervision from the district board of supervisors.

### **DUTIES AND RESPONSIBILITIES**

#### **CUSTOMER SERVICE/COMMUNICATION**

- ☐ Responsible for engaging Maries County landowners and explaining the availability and the purpose of the state programs.
- ☐ Assists with correspondence involving district board policy regarding the cost-share, district grants and the Equipment Rebate Program as funding is available.
- ☐ Assists with district correspondence, newsletters, newspaper articles, and other material necessary for the operation of the office.
- ☐ Perform landowner visits and practice check outs.
- ☐ Assists in coordinating and organizing district field days, tours, pasture walks, annual meeting, grazing schools and other educational programs and contests to increase landowner interest in the cost-share and the Equipment Rebate Program. This includes events with other district offices.
- ☐ Advises landowners on installing and maintaining soil and water conservation practices and systems within the soil and water conservation district.
- ☐ Responsible for report writing and developing conservation plans.
- ☐ Assists with the yearly Safety Day Program for the 3<sup>rd</sup> and 4<sup>th</sup> grades at two county schools.
- ☐ Maintains work schedule to ensure staff is available during the business hours of 7:30 a.m. to 4:00 p.m. with the exception of meetings and trainings.
- ☐ Provide office coverage as needed, including greeting the public, answering phones and taking messages in a timely, courteous and helpful manner.

## **COMPUTER SKILLS**

- ☐ Navigates NRCS computer programs (ArcGIS, ToolKit, Engineering, etc.)
- ☐ Utilizes NRCS Field Office Technical Guide and other manuals to design practices.
- ☐ Well versed in Microsoft Office.
- ☐ Ability to navigate MoSWIMS

## **ORGANIZATION/TECHNICAL**

- ☐ Assists with the planning, staking, designing, and check-out of conservation practices while following Soil and Water Districts Commission policies and NRCS design specifications.
- ☐ Reads, interprets and applies soils data, aerial photos, topographic maps, policies, standards and specifications for use in laying out conservation practices.
- ☐ Uses and maintains technical equipment (GPS, survey equipment, soil probes, etc.).
- ☐ Keeps accurate technical notes documenting practice information.
- ☐ Compiles technical information to assist the district board in their needs reporting, decision-making, and policy-setting functions.
- ☐ Performs district's annual maintenance follow-up on completed conservation practices.
- ☐ Performs duties in accordance with the cooperative working agreement between NRCS, the Soil and Water Districts Commission, the Department of Natural Resources and the soil and water conservation district board.
- ☐ Provide soil tests and water sample assistance for district landowners.
- ☐ Ability to accurately complete assignments within specified timeframes.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- ☐ Attends the monthly District board meetings and special meetings as directed by board and the District Conservationist.
- ☐ Keeps district equipment log, performs maintenance on drills and assist landowners with drill operation.
- ☐ Purchases project related supplies and equipment if needed.
- ☐ Has an awareness of Federal Equal Employment Opportunity and Civil Rights regulations and services customers in accordance with these regulations and assures confidentiality of all customers.
- ☐ Services complaints by customers through appropriate channels and in a timely fashion.
- ☐ Ability to establish and maintain working relationships with co-workers and public.
- ☐ Maintains district office space, vehicle and equipment in a safe, secure, professional and operational manner.
- ☐ Attends training sessions as directed by the board and the District Conservationist.
- ☐ Supports the development of the district's needs assessment.

## **SPECIAL JOB CONDITIONS**

- ☐ Ability to work independently and to exercise sound judgment and discretion.
- ☐ Ability to work outdoors under all types of weather conditions.
- ☐ Ability to travel over rough and uneven terrain.
- ☐ Possess valid driver's license.
- ☐ Pass a security background check to comply with Federal compliance and security.

## **EXPERIENCE AND EDUCATION QUALIFICATIONS**

- ☐ Possession of a high school diploma or a GED certificate.

## **BENEFITS PACKAGE**

- ☐ Annual Leave at the rate of 4 hours per pay period
- ☐ Sick Leave at the rate of 4 hours per pay period
- ☐ Retirement based on 5% of salary
- ☐ Health Insurance provided for employee at current employee rate of \$20.50 per month
- ☐ Holidays follow the designated federal holidays (additional holidays at the discretion of the board).

(Salary for this position will be based on the number of duties, experience and education.)

### **Applications can be downloaded at:**

[www.swcd.mo.gov/maries/staff](http://www.swcd.mo.gov/maries/staff)

### **and emailed to:**

[sandy.stratman@swcd.mo.gov](mailto:sandy.stratman@swcd.mo.gov)

**Deadline to submit an application is December 13, 2013.**